

PRV – Outreach Requests for MediPASS Agreements

Purpose:

The purpose of this procedure is to provide MediPASS agreement forms as potential MediPASS providers request them.

Identification of Roles:

Primary Role - Provider Services and the mailroom will perform this procedure. Outreach and Education staff will do follow up.

Performance Standards:

N/A

Path of Business Procedure:

Step 1: Receive request for MediPASS agreement.

Step 2: Outreach staff reviews the request against the following criteria

- a. Does the provider have an active Medicaid number for the practice location?
- b. Has the provider applied for a number?
- c. Is the provider regularly scheduled a minimum 20 hours per week at the site?
- d. Does the provider perform primary care services?
- e. Is the provider one of the following eligible provider types?
 1. Doctor of Medicine (MD)
 2. Doctor of Osteopathic Medicine (DO)
 3. Advanced Registered Nurse Practitioner(ARNP)
 4. Nurse Midwife
 5. Rural Health Clinic (RHC)
 6. Federally Qualified Health Center (FQHC)
- f. Does the provider perform one of the following eligible provider specialties?
 1. General Practitioner
 2. Family Practice
 3. Pediatrics
 4. Internal Medicine
 5. Obstetrics and Gynecology (OB/GYN)
- g. If not eligible, proceed to Step 6

Step 3: Forward MediPASS agreement to provider.

- a. Agreement can be mailed, faxed or emailed.
- b. The provider can also download a copy from the Web site at <http://www.ime.state.ia.us/Providers/Forms.html>.

Step 4: Sent agreements are to be logged into spreadsheet

- a. Log for later follow-up by the Outreach team. The spreadsheet is located in the file MHC/recruitmentactivityrepts/mailedagreements.

Step 5: Contact the provider.

- a. Two weeks after the agreement was requested, Outreach staff will contact the provider if the completed agreement has not yet been returned.

Step 6: Not able to enter into agreement with provider.

- a. Notify Provider as to why they do not qualify.

Forms/Reports:

Spreadsheet

RFP References:

N/A

Interfaces:

N/A

Attachments:

Process Map

